

INSTRUCTIONS FOR ORDERING MICROFILM

1. The Missouri State Archives does not rent or provide inter-library loan of any of its holdings.
2. ORDER MICROFILM FOR AN INDIVIDUAL COUNTY FROM THE ROLL-BY-ROLL LIST ONLY. If you do not have a list, the Archives will be glad to provide one. The entire roll-by-roll listing for the State of Missouri may be purchased, on microfilm, for fifteen dollars (\$15). You may also order a Federal Census chart showing the counties, year and roll number.
3. When ordering film, the following guide should be used to fill in the categories:

COUNTY OR TITLE	TYPE OF RECORD	REEL NO.	NUMBER OF COPIES PER REEL	TOTAL NUMBER OF REELS
Andrew	Deed Records	c55	1	1
Adair	Circuit Court	F34-40	1	7

4. The cost of microfilm duplication is fifteen dollars (\$15) per roll. Your check or money order should be made payable to the Missouri State Archives. Please do not send cash. Payment must be included with your order.
5. A street address must be Included for orders of four (4) or more rolls of film. (NO P.O. BOXES)
6. Allow six to eight weeks for delivery. If there has been a delay in the duplication process, you will be informed.
7. When you receive your microfilm, please inspect all rolls. The Missouri State Archives will replace only microfilm that has been improperly duplicated. If you believe that you have received an improperly duplicated roll of film, please return it to our office within forty-five (45) days. The Archives reserves the right to make the final judgement on the quality of duplicated film.
8. When Inspecting your microfilm, please keep in mind the age of the original records when microfilmed. Some pages of the original records have yellowed and the Ink has faded producing very low contrast, THERE MAY BE SOME PAGES WHICH WILL BE UNREADABLE ON THE MICROFILM YOU PURCHASE.
9. Most microfilmed records held by the Archives were produced by sources other than the State Archives. These rolls sometimes do not meet our specifications of quality for resolution and clarity. This is especially true since your copy may not be made from an original microfilm.
10. If you have any questttons or problems, please call or write to:

Missouri State Archives
Reference Services
P.O. Box 778
Jefferson City, Missouri 65102
(573) 751-3280

See Instructions for
ordering microfilm on
the back of this form

Archives use only
Order number

MISSOURI STATE ARCHIVES MICROFILM DUPLICATION ORDER FORM

PRINT OR TYPE

NAME:

Last First Middle Initial

ADDRESS:

(No P.O. Box on orders of 4 or more reels)

City State Zip Code

TELEPHONE NUMBER:

() _____ () _____
Home Work

County or title	Type of record	Reel number	Number of copies per reel	Total number of reels

Total reels ordered:

x \$15.00:

Roll-by-roll list ordered x \$15.00:

Total monies owed:

Please send the following:

- ☐ Listing of Federal Census Records for Missouri:
- ☐ Microfilm copy of the entire roll-by-roll listing of County Records on Microfilm for Missouri (\$15.00).